

## Template 1: Project Description

PROJECT DESCRIPTION		
<b>Name of Project</b>		
<b>Participating Agencies</b>		
<b>Lead Agency</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>Metropolitan Planning Organization</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>Transit Agency</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>State Department of Transportation</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	
<b>Other Relevant Agencies</b>	Name	
	Contact Person	
	Address	
	Telephone Number	
	Fax Number	
	Email	

PROJECT DESCRIPTION		
<b>Project Definition</b>	Length (miles)	
	Mode/Technology	
	Number of Stations	
	Stations with Park and Ride Lots identifying number of parking spaces	
	Stations with major transfer facilities to other modes	
	Number of vehicles/rolling stock	
<b>Type of Alignment by Segment</b> <i>(number of miles)</i>	Above grade	
	Below grade	
	At grade	
	Exclusive	
	Mixed Traffic	
<b>Current Status of Existing Right of Way</b>	Ownership – who owns the right of way?	
	Current Use: active freight or passenger service?	

PROJECT DESCRIPTION			
Project Planning Dates	Base Year	Opening Year	Forecast Year
Capital Cost Estimate	Constant dollars		
	Year of Expenditure		
Levels of Service	Headways		
	Weekday Peak		
	Weekday Off-peak		
	Weekday Evening		
	Weekend		
	Hours of Service		
	Weekday		
	Weekend		
Travel Demand Estimates	Project Boardings	Opening Year	Forecast Year
	Average Weekday		
	Work Trips		
	Peak Hour		
	Annual		
	Guideway Boardings <sup>1</sup>	Opening Year	Forecast Year
	Average Weekday		
	Work Trips		
	Peak Hour		
	Annual		
	Transit System Linked Trips <sup>2</sup>	Opening Year	Forecast Year
	Average Weekday		
	Annual		
	Annual New Riders		
	Linked Trips if Proposed System Operated with Current Land Use Patterns and Population/Employment <sup>3</sup>	Build Alternative	

PROJECT DESCRIPTION	
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<sup>1</sup> Forecast boardings on the regional rail or other guideway system, if the New Starts project is an extension to such a system.

<sup>2</sup> Linked Trips refer to trips that begin at the trip origin and end at the FINAL destination. One linked trip could be composed of several unlinked trips such as driving to a park and ride, riding a commuter train, and taking a bus to the final destination is all one linked trip which is made up of three unlinked trips and two transit system boardings.

<sup>3</sup> Project sponsor shall generate this estimate by running their regional travel demand model using the proposed project transit network, the existing highway network, and existing population and employment estimates. If the proposed project is within 5 years of the planned opening year, opening year estimates can substitute for this measure.

<b>Project Milestones/ Schedule</b>	<i>Key Milestones in Project Planning and Development</i>	
	Planning Milestones	<i>Date</i>
	Planning Studies Initiated	
	Planning Studies Completed	
	LPA selected	
	LPA included in the financially constrained long range plan	
	Proposed Implementation Schedule	<i>Anticipated Dates</i>
	Included in Financially Constrained TIP	
	Initiation of DEIS	
	Completion of DEIS	
	Initiation of FEIS	
	Completion of FEIS	
	FFGA (if proposed by FTA)	
	Start-up	
	Public Referenda (if necessary)	
	<b>Project Management</b>	
<b>Project Manager</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Agency CEO</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Overall New Starts Criteria</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Ridership Forecasts</b>	Name	
	Address	
	Phone	
	Fax	
	Email	

PROJECT DESCRIPTION		
<b>Project Management</b>		
<b>Key Staff: Cost Estimates</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Environmental Documentation</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Land Use Assessment</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Financial Assessment</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Key Staff: Project Maps</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Contractors</b>		
<b>Current Prime Contractor</b>	Name	
	Address	
	Phone	
	Fax	
	Email	
<b>Prime Contractor: Project Manager</b>	Name	
	Address	
	Phone	
	Fax	
	Email	